

Effort Reporting

This document provides background information about effort reporting and the process that is engaged in here at Stockton. Included is the explanation as to why we must engage in effort reporting and information about the process itself.

Background

The Office of Management and Budget's (OMB) Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly referred to as Uniformed Guidance (2 CFR § 200), is the federal government's cost principles for colleges and universities. As a recipient of federal funding, Stockton is required to comply with Uniformed Guidance regulations and apply these principles to all external funding regardless of source.

Effort Reporting Certification satisfies the requirements outlined in the Standards for Documentation of Personnel Expenses ([2 CFR § 200.430](#)) and represents an internal control system that provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

What is Effort Reporting and Why is it Required?

This circular requires institutions to develop a mechanism for determining and confirming how individuals expend effort during a specified time period. These effort reports must be performed on a regular schedule and certified by individuals who have firsthand knowledge of 100 percent of the employee's compensated activities. In most cases, this would be the employee or the employee's direct supervisor.

Therefore, it is a requirement that all faculty, staff, and students working on sponsored projects report their effort on sponsored projects. Failure to comply with these requirements may result in financial penalties for individuals and/or the University and could jeopardize future funding opportunities.

What is Effort?

Effort is defined as the proportion of time spent on any University-compensated activity and is expressed as a percentage of the total University activity for an individual. Total effort for an employee must equal 100% and include all University compensated activities—both on sponsored projects and non-sponsored activities. It does not represent hours worked, but rather a percentage of compensated time.

Why Did I Receive an Effort Report?

You received an effort report because it was listed in payroll that you received compensation from a grant account. This means that you were paid for work related to a grant. This might have been for work that was not evident as being connected to a grant. If you cannot recall the grant in question, please contact ORSP for further clarification.

What is the Effort Certification process?

Effort Reporting Certification is the process by which the University determines and documents the effort expended on sponsored projects during each reporting period.

The Office of Research and Sponsored Projects (ORSP) along with Post-Award Accounting generates an Effort Report for each employee where funding to pay their salary was from Federal, State, and/or Private grant and sponsored project sources. The percentages on the Effort Report form are based on actual payroll data. ORSP emails the report to each employee for certification. Certifying an Effort Report means you agree that the salaries charged to sponsored projects, including cost share, are reasonable and consistent with the work performed. If there is an agreement, the respondent should sign and return the report to the ORSP.

If an employee's salary distribution does not reasonably reflect their actual effort on the Effort Report, the certifier should manually correct the effort report to show the correct level of effort. The correction should be made directly on the report and returned to the ORSP.